

HR  
review/ Edit  
Approved

## Screening Policy / CRC

### Scope of Policy:

As members of Swimming Canada, Swim BC, SKSC required to adhere to the policies of safe sport and legislated under the Province to have any individual, or parties that “work” or in positions of authority that intact or work with vulnerable populations to have a CRC. The collection and processing this information is in accordance with the Criminal Records Review Program (CRRP)

SKSC understands that screening personnel and volunteers is a vital part of providing a safe sport environment for all Individuals. It should be noted that as well SKSC has an ethical, and moral responsibility to provide a safe sport environment for all members

### Application of Policy

- All persons who work closely with children and vulnerable adults, and who occupy positions of trust and authority within SKSC are expected to complete a CRC.
- SKSC has identified the following designated categories, based on their role, who require screening:
  - i. All club coaches, team managers and chaperones
  - ii. Club Board of Directors
  - iii. Paid Swim BC staff positions;
  - iv. Swim BC Board of Directors;
  - v. Coaches of provincial teams;
  - vi. Volunteers and paid contractors appointed to accompany provincial teams to events or competitions;
  - vii. Registered Level 3, 4 and 5 officials;

### Screening Procedures

- All Individuals required to complete a Criminal Records Check will ensure a current CRC has been submitted via the Criminal Records Review Program prior to being confirmed for the position;
- If an Individual already employed with or volunteering as a member of SKSC did not complete a CRC upon initial application or membership, a CRC will be required.

- - Failure to participate in the screening process may result in the individual's ineligibility for the position sought.
- Individuals are required to submit a new CRC every 5 years
- SKSC will send to Swim BC a list of all volunteer positions and corresponding names requiring a CRC as per this policy. Swim BC will track CRC completion.

## **Results**

- All results are sent by the Criminal Records Review Program to Swim BC. Swim BC will contact the club of any result that may be deemed inappropriate, unlawful or failed screening of any volunteer or employee that has had an unsuccessful CRC application.
- Individuals undergoing an adjudication process will be sent a letter from the Criminal Records Review Program informing them of the adjudication. This allows Individuals to provide a written submission to the Criminal Records Review Program with more information about the offense.
  - As part of this program, and as the governing body for member organizations, Swim BC will also receive a letter indicating that an adjudication is in process.
  - Swim BC and the Individuals whose adjudicated results indicate risk will both be notified. Swim BC will assess their membership status at that time and then inform the Member Club and Individual.
  - The Criminal Records Review Program engages a Reconsideration Process for Individuals who receive an adjudicated result. As per the Criminal Records Review Program, this must be completed with 30 days.
  - Coach results received are acknowledged in the Swimming Canada Registration, Tracking and Review System (RTR) by Swim BC – coaches will not be considered compliant until this step occurs.

## **Relevant Offenses:**

- Relevant offenses are those offenses for which pardons have not been granted, as defined in the Criminal Records Review Act of the Province of British Columbia as Relevant and/or Specified Offences or other such offenses as may be determined by the Act.